

STATE OF MONTANA JOB VACANCY
AN EQUAL OPPORTUNITY EMPLOYER
DEPARTMENT OF REVENUE
"External Recruitment"

Position Title: Deputy Director
Position Number: 58106047
Division: Director's Office
Pay Band/Salary: 9/ Typical salary is \$72,021 - \$90,026
Actual salary is dependent on the successful applicant's qualifications
Status: Permanent/Full-time
City: Helena
Union: No
Supplement: No
Closing Date: February 15, 2008

The Deputy Director serves as principal directorial associate and advisor to the Director, assisting with all upper level executive and management activities. This position assists the Director in planning, budgeting, executive management, policy development, personnel management, communications coordination and management, legislative issues, public relations, taxpayer affairs, liquor control and other department activities. The incumbent serves as Acting Director in the Director's absence, acts on behalf of and represents the Director at internal and external meetings, and performs other duties assigned by the Director.

The Deputy Director is responsible for assisting the Director in one or more of the following areas as needs and circumstances require:

- The administration and management of agency operations and budget.
- Resolving conflicts within and outside the agency regarding department programs and operations.
- Administering departmental policy regarding taxpayer relations and tax administration.
- Developing innovative approaches and solutions to tax and liquor law administration.
- Assessing statewide needs and coordinating the development of the agency strategic plan in conjunction with agency management, public and private organizations and individual Montanans.
- Developing and presenting legislative and budget proposals in accordance with executive branch procedures and policies.
- Identifying and promoting the development of communication and coordination between divisions to foster team effort and mutual support of departmental efforts.
- Managing department level communications and public information functions.
- Maintaining the department relationships with the public.

The specific responsibilities will be as determined by the Director and may change as needed.

The successful candidate will possess great communication and interpersonal skills and will be a dedicated professional who has strong management and leadership skills, demonstrated proven business acumen, with extensive experience in formulating policies and procedures, preparing legislation, and budgeting and fiscal controls. The candidate will possess unquestionable ethics and integrity and has proven effectiveness in producing results in a public organization.

Education and Experience: The above competencies are typically acquired through education and experience equivalent to a master's degree in public administration, business administration, economics, or a related field and six years of progressively responsible experience in public administration with at least three years of experience in developing policy and interpreting laws. Experience in revenue or fiscal policy and administration is preferred. Must demonstrate experience where excellent skills in leadership, direction, administration, and management are evident. Other combinations of education and experience will be evaluated on an individual basis.

The State offers great benefits to its employees including three weeks paid vacation, sick leave, medical, dental, and life insurance, and a retirement plan. Optional programs available include vision coverage, disability insurance, and a deferred compensation plan. The department also makes additional training opportunities available to all employees. This is a great career opportunity.

A typical compensation package for an average salary of \$72,021.00/ yr is:

Wages:	\$72,021.00
Benefits:	\$ 7,080.00
Retirement:	\$ 4,969.00

Total Average Wage Package \$84,070.00

Application Deadline: All application materials must be received by 5:00 PM on the closing date. Application materials may be sent directly to:

Human Resources
Department of Revenue
PO Box 1712
Helena, MT 59604

Applications submitted to a Job Service Office must be date stamped by the closing date. If you choose to fax your application, you will need to call to verify all pages are legible. **Late, unsigned or incomplete applications will not be considered.** This job announcement and the Montana State application form can be found on the Internet at www.mt.gov/revenue. Phone: (406) 444-9858 Fax: (406) 444-6998.

Accommodations: The State of Montana makes reasonable accommodations for any known disability that may interfere with an applicant's ability to compete in the recruitment and selection process or an employee's ability to perform the essential duties of the job. For the state to consider any such accommodation, the applicant must make known any needed accommodation. (Telecommunications Device for the Deaf – TDD 406-444-2830)

Application materials required for this position are:

1. A completed State of Montana Application. State of Montana application forms are now available on the Internet at www.mt.gov/revenue.
2. Applicants claiming the Veteran's or Handicapped Person's Employment Preference (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials by the closing date. The required documentation includes a DD-214 or PHHS Certification of Disability form.

Failure to submit completed application materials will result in the application being rejected. Late applications will also be rejected. Please note: unsolicited information/materials submitted as part of an application will not be passed on to the hiring authority.

Voluntary Employees' Beneficiary Association (VEBA): The successful applicant will be required to join the "Voluntary Employees' Beneficiary Association" (VEBA). The Montana VEBA HRA is a pre-retirement and post-retirement health reimbursement plan.

Background Examination: Applicants for this position will be subject to a criminal background review before being considered for employment. Individual circumstances involving a criminal conviction will be reviewed to determine an applicant's eligibility for employment.

Compliance with All Appropriate Montana Tax Laws: Specifically, your tax filings must be current.

New Employee Probation Status: For employees new to state government, final confirmation will be made following a six-month performance appraisal/probationary employment period.

Immigration Reform Control Act. In compliance with the immigration Reform Control Act, Public Law 99-603, the successful applicant will be required to provide documentation showing lawful authorization to work in the United States within three days of hire.

Montana Compliance with Military Selective Service Act. In accordance with the Montana Compliance with Military Selective Service Act, the person selected for state employment must produce documentation showing compliance with the Federal Military Selective Service Act. Examples of this documentation include a registration card issued by Selective Service, a letter from Selective Service showing a person was not required to register, or information showing by a preponderance of evidence that a person's failure to register with Selective Service was not done knowingly or willfully.